

*Training 6*  
DD/S 69-4952

31 OCT 1969

MEMORANDUM FOR: Director of Training

SUBJECT : Midcareer Executive Development Course Correspondence

1. While our question was limited to the level of signature, the subject was happily considered more broadly by Colonel White. He feels, as you see, that no letters are necessary but is prepared to help should you or we feel individual cases warrant such correspondence.

2. We consider this to be a blow for freedom in the paper "war" and hope that you will agree with the elimination of this correspondence requirement. You may wish to consider, where the occasion warrants, setting up a thank you note with signature at whatever level is appropriate. Also, in those instances when a letter before the fact is considered necessary, you might wish to have it constitute the invitation rather than a confirmation of something already laid on by staff representatives.

3. We suggest that in the future you send a schedule or list of non-Agency speakers as you did in advance of the recent Advanced Intelligence Seminar.

(signed) John W. Coffey

R. L. Bannerman  
Deputy Director  
for Support

4 Atts

Proposed Letters

ADD/S:JWC/ms (31 Oct 69)

Distribution:

- Orig & 1 - Adse, w/O&S of ea Att (DD/S 69-4843, 4844, 4845, 4846)
- 1 - DD/S Chrono, w/o Atts
- 1 - DD/S Subject, w/cy of ea Att ✓

Atts were proposed ltrs for Hon. Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and Hon. Marshall Green fr the Director re  
Approved For Release 2003/04/29 : CIA-RDP84-00780R003200020006-1  
Midcareer Executive Development Course

# OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller Rm 7D59, Hqs	31 Oct	LKW/CE
2			
3	DDS		
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

## Remarks:

Colonel White -

We haven't done anything with the attached but wonder if we couldn't prepare future letters for your signature or that of DD/S in the absence of personal DCI involvement.



1-3:

John W. Coffey

Reviewed with ExDir today, and he was of the opinion that, if in your's or OTR's good judgment a letter over the DCI's signature would be helpful, an appropriate letter should be provided for the

DCI's signature

FROM: NAME:

DATE

Acting DD/S 7D18, Hqs

29 Oct 69

STAT

STAT

---

NOTE:

It would appear we should have background on this, but Dottie doesn't find anything in the files.

*112 27 Aug 69*

Attached is a memo which was in the files. It is a similar confirmation to a speaker for the MEDC and indicates that preliminary arrangements were made by phone.

Ellen  
28 Oct 69

Approved For Release 2003/04/29 : CIA-RDP84-00780R0003200020006-1

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
 UNCLASSIFIED CONFIDENTIAL SECRET

# OFFICIAL ROUTING SLIP


TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller Rm 7D59, Hqs		
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

## Remarks:

Colonel White -

We haven't done anything with the attached but wonder if we couldn't prepare future letters for your signature or that of DD/S in the absence of personal DCI involvement.

  
John W. Coffey

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Acting DD/S 7D18, Hqs

29 Oct 69

Approved For Release 2003/04/29 : CIA-RDP84-00780R0003200020006-1

STAT

Mr. Helms via General  
Cushman

Attached are letters to four senior speakers  
scheduled for the November Midcareer Executive  
Development Course.

Request four signatures.

R. L. Bannerman

SOS-DD/S:JRP:dlk (27 Oct 69)

Rewritten: ADD/S:JWC:maq (29 Oct 69)

Distribution:

Orig - Adse w/O & 5 DD/S 69-4843, 4844, 4845, 4846

1 - DD/S Subject w/ccy DD/S 69-4843, 4844, 4845, 4846

1 - DD/S Chrono

DD/S 69-4843, 4844, 4845, 4846: Proposed ltrs dtd \_\_\_\_\_ for Hon.  
Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and  
Hon. Marshall Green fr Richard Helms re MEDC

MEMORANDUM FOR: Mr. Helms via  
General Cushman

Attached are letters to four VIP speakers  
scheduled for the November Midcareer Executive  
Development Course.

Request your signature.

R. L. Bannerman

\_\_\_\_\_  
(DATE)

Honorable Charles A. Meyer  
Assistant Secretary for  
Inter-American Affairs  
Department of State  
Washington, D. C. 20520

Dear Charles:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 14 November 1969. You are scheduled to speak to the group from 1:30 p.m. to 2:45 p.m. at our Headquarters building.

Your talk will take place during the final phase of the six-week Course when the students consider problems of the United States in world affairs. A discussion of current developments in Latin America would be timely, but any other subject you may choose would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted], Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms  
Director

Enclosure

### The Midcareer Executive Development Course

The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices, the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Midcareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Midcareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the GS-13 grade level, almost one-third in the GS-14 level, and two are GS-15s. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.



ORIGINATOR: /s/ on original "Hugh T. Cunningham"  
Hugh T. Cunningham  
Director of Training

23 Oct 1969

Date

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

Date

Prepared by OTR:23 Oct 69

Rewritten:EO-DD/S:RHW:es (28 Oct 69)

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S *Subj.*

2 - D/TR



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

Honorable Charles A. Meyer

Assistant Secretary for *Administration*

Inter-American Affairs

Department of State

Washington, D. C. 20520

Dear Charles:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 14 November 1969. You are scheduled to speak to the group from 1:30 p.m. to 2:45 p.m. at our Headquarters building.

Your talk will take place during the final phase of the six-week Course when the students consider problems of the United States in world affairs. A discussion of current developments in Latin America would be timely, but ~~this or~~ any other subject you may choose, ~~however~~, would be equally acceptable. I suggest that you reserve a portion of your time for questions.

, Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance,  may be reached by telephone on Code 143, extension

STAT

STAT

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms  
Director

Enclosure

STAT

ORIGINATOR:

Hugh T. Cunningham  
Director of Training

23 Oct 69

Date

CONCUR:

\_\_\_\_\_

R. L. Bannerman  
Deputy Director  
for Support

\_\_\_\_\_

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S

2 - DTR (1 cy w/h)

Honorable C. Tyler Wood  
Special Assistant to the Administrator  
Agency for International Development  
Department of State  
Washington, D. C. 20520

Dear Tyler:

I am pleased that you will give the closing address to the members of CIA's 22nd Midcareer Executive Development Course on Friday, 21 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room in our Headquarters building.

A discussion of current problems facing the United States in providing economic and technical assistance to countries throughout the world would be timely, but any other subject you may wish to discuss would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted] Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

STAT

STAT  
STAT

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms  
Director

Enclosure

The Midcareer Executive Development Course

The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices, the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Midcareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Midcareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the GS-13 grade level, almost one-third in the GS-14 level, and two are GS-15s. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.

ORIGINATOR: /s/ on original "Hugh T. Cunningham"

23 Oct 1969

Hugh T. Cunningham  
Director of Training

Date

CONCUR: \_\_\_\_\_

R. L. Bannerman  
Deputy Director  
for Support

Date

Prepared by OTR:23 Oct 69

Rewritten:EO-DD/S:RHW:es (28 Oct 69)

Distribution:

Orig - Adm

1 - EE

1 - Signing Official

1 - DDCI

-2 - DD/S *Saly*

2 - D/TR



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

Honorable Ambassador C. Tyler Wood  
Special Assistant to the Administrator  
Agency for International Development  
Department of State  
Washington, D.C. 20520

Dear Tyler:

I am pleased that you will give the closing address to the members of CIA's 22nd Midcareer Executive Development Course on Friday, 21 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room in our Headquarters building.

A discussion of current problems facing the United States in providing economic and technical assistance to countries throughout the world would be timely, but any other subject you may wish to discuss would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted], Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

STAT

STAT

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms  
Director

Enclosure

ORIGINATOR:



Hugh T. Cunningham  
Director of Training

*23 Oct 69*

Date

STAT

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S

2 - DTR (1 cy w/h)



Honorable Robert C. Eckhardt  
United States Representative  
from (8th District) Texas  
Congress of the United States  
Washington, D. C. 20515

Dear Bob:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Thursday, 13 November 1969. You are scheduled to speak to the group from 10:30 a.m. to 12:00 noon at our Headquarters building.

Your talk takes place in the final phase of the six-week course. During this phase, the Midcareerists are concerned with United States involvement in world affairs. A discussion of problems facing the Congress and how the Legislative Branch relates to the Executive Branch in meeting current issues would be of definite interest. Any other subject you may choose, however, would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted], Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

STAT

STAT

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms  
Director

Enclosure

### The Midcareer Executive Development Course

The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices, the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Midcareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Midcareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the GS-13 grade level, almost one-third in the GS-14 level, and two are GS-15a. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.

ORIGINATOR:

Hugh T. Cunningham  
Director of Training

Date

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S Chrono. Subject

2 - DTR (1 cy w/h)

Honorable Marshall Green  
Assistant Secretary for East Asian  
and Pacific Affairs  
Department of State  
Washington, D.C. 20520

Dear Marshall:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 7 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room, where you spoke to the last group of Midcareerists. Your talk to the last class, in which you discussed the problems of the United States in East Asia, was well received. A similar discussion would again be very appropriate.

[redacted] Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

STAT

STAT

STAT

Sincerely,

Richard Helms  
Director

ORIGINATOR:

Hugh T. Cunningham  
Director of Training

                      
Date

CONCUR:

R. L. Bannerman  
Deputy Director  
for Support

                      
Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S no subject

2 - DTK (1 cy w/h)

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R003200020006-1

Approved For Release 2003/04/29 : CIA-RDP84-00780R003200020006-1